



# City of Williams

## Building Department

### Residential Required Submittal Documents list

Not required

Submitted

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Complete Permit Application  |
| <input type="checkbox"/> | <input type="checkbox"/> Deposit - \$500.00 new construction  |
| <input type="checkbox"/> | <input type="checkbox"/> Residential Plan Review Submittal Checklist  |
| <input type="checkbox"/> | <input type="checkbox"/> Builder \ Contractor Information Form  |
| <input type="checkbox"/> | <input type="checkbox"/> State of Arizona Bond Exemption Certificate ( <i>Licensed Contractors</i> )  |
| <input type="checkbox"/> | <input type="checkbox"/> Plot Plan 2 sets   |
| <input type="checkbox"/> | <input type="checkbox"/> House Plans 2 sets (Drawn to scale no smaller than 3/16" = 1ft, maximum 24"x 30" sheets.)                                |
| <input type="checkbox"/> | <input type="checkbox"/> Defensible Space \ Vegetation Management Plan (If located within Wildland Urban Interface Zone)                          |
| <input type="checkbox"/> | <input type="checkbox"/> Septic System approval letter from Coconino County Health Dept. (If needed)  |
| <input type="checkbox"/> | <input type="checkbox"/> Flood Management Plan(If property is determined to be in flood zone A.)<br>FIRM - Community Panel Number 040027-0001B-4B |

## **Residential Plan Review Required Documents**

### **Plot Plan:**

- Specify property dimensions
- Show distance and location between all existing and proposed structures
- Dimension all existing and proposed structures
- Show distance from proposed building to front/rear/side property boundaries.
- Show location of all utility hook-up, from structure to utility main.
- Show street and street name which house will front, and north arrow

### **House Plans:**

- Foundation Plan
- Floor Plan
- Equipment Location (underfloor, attic, exterior)
- Floor Framing \ all levels
- Roof Framing
- Elevation drawings
- Cross section
- Details
- Deck Framing
- Square footage of livable space, garages, deck or patio

### **Truss Calculations:**

- 2 sets from the truss manufacturer

### **Engineering Specifications:**

- 2 sets, stamped by an AZ Registered Engineer. (if applicable)